

Type of Claim Schedule	Claim Schedule Subsystem	IEUP
Manual	TC 360 generates during nightly system processing of the day claim schedule batch is released and all transactions process successfully (no errors on error file)	TC 360 posts during next nightly system processing after claim schedule batch is successfully processed (no remaining errors)
Example: Claim Schedule CS00001 entered and released on 9/5.	TC 360 generated with a Batch Date of 9/5	Claim schedule batch posted on 9/5 TC 360 posted on 9/6
Automated	TC 360 generates during nightly system processing when: Claim schedule batch successfully processes (no errors remaining on Error File or Claim Schedule problem) and Process Date equal to or later than claim schedule Batch Date	TC 360 posts during nightly processing on the day claim schedule is available for print
Example: Claim Schedule CS00002 processed on 9/5. Process Date of 9/5 or later	TC 360 generated with a Batch Date of 9/5 Claim schedule facesheets and remittance advices available for print on 9/6	Claim schedule batch posted on 9/5 TC 360 posted on 9/6

The balance of GL 3021, Claims In Process, should always be zero after the TC 360 or TC 360R has posted. A balance in GL 3021 represents claims entered into CALSTARS but not yet released for print, including claims that have fatal errors on the error file. Other incorrect balances in GL 3021 may result if the procedures described in the *Claim Schedule Error Corrections and Posting Issues* section of this chapter for correcting claim schedule posting problems are not followed correctly.

SPECIAL CONSIDERATIONS

The following special considerations should be reviewed prior to entering a claim schedule batch in CALSTARS:

Identification Of Payment Authorization

The State Controller's Office requires that disbursements authorized by a contract or purchase order be identified on the claim schedule face sheet. To meet this requirement, enter the purchase order number in the Current Document field. For contract payments, enter a **C** in the Current Document field. Information entered in the Current Document field in an automated claim schedule batch is printed on the claim schedule face sheet to the left of the payee.

Payee Data Record (Standard 204 Form)

A Payee Data Record (Std. 204 Form) is required from all non-governmental entities doing business with the State of California. The Standard 204 Form must be received prior to disbursing funds to a vendor, whether through the claim schedule or revolving fund process. The information on the Payee Data Record is needed to establish a vendor number in the Vendor Edit Table. Vendor Numbers are required on all payment transactions when the Object Code is reportable. The information entered in the Vendor Edit Table is used to determine whether payments made to the vendor are reported to the Internal Revenue Service and the Franchise Tax Board. For further details on reportable payments, refer to CPM Volume I, Chapter XII, Reportable Payments.

Subject to Use Tax Report (W04)

The W04, Subject to Use Tax Report, shown in Exhibit XI-13 on page 50, is a listing of payments subject to Use Tax. Entering an Indicator of **9** in the Reportable Payment Indicator (RPI) field causes the transaction to post to the W04 Report. If there are no payments subject to Use Tax for the current day's automated claim schedules, the report is not printed.

Totals are provided by vendor within claim schedule, batch and department. The Subject to Use Tax Report is a daily report. This report does not contain cumulative-to-date information. It is important to file this report. The W04 Report may be used for the annual calculation and payment of Use Tax to the Board of Equalization.